



Eileen Fanning

Executive Assistant

NAI Mertz

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Scope of Responsibilities

Eileen Fanning is a seasoned and accomplished administrative professional. In her current role she provides executive level support to the NAI Mertz C-Suite including Barry Mertz, CEO; Faye Mertz, CFO; and, Dave Grove, COO and does so with a high degree of professionalism. She provides administrative oversight to the Wilkes-Barre office which has expanded in recent years and is one of the top ranked providers in the market. Eileen also serves as an assistant to ten brokers based out of the Mount Laurel, NJ headquarters. She also lends her skills and expertise to general business and administrative management. Capable of keeping her arms around a vast array of tasks, she is counted upon not only as a competent professional but also as a trusted advisor.

Background & Experience

Eileen has over 30-years of experience in commercial real estate administration supporting high level executives. She started with NAI Mertz twenty years ago and realized growth in her role as the company grew in size and complexity. Eileen was instrumental in implementing and evolving technology solutions, developing procedures and policies, recruiting and training staff, onboarding new brokers, opening new offices, developing systems for record retention and supported human resource related activities. Her unique ability to adapt to a changing industry in a growing company has been invaluable.

Executives compliment Eileen's sense of humor and business acumen. She is trusted with confidential information and has proven an ability to operate in support of executive decision-making with grace. She is a fount of historical knowledge and embraces each opportunity to preserve successful practices while assuring missteps are not repeated. Highly adaptable, Eileen takes advantage of every opportunity to learn new systems, processes and/or approaches. The combination of a thirst for knowledge and the wisdom to learn from past experiences has been of benefit to the team.

Educational Background

AS, Business Administration, Burlington College, New Jersey